



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 427-2327 • Fax (907) 472-2404

**WHITTIER CITY COUNCIL  
WILL HOLD  
A REGULAR MEETING  
TUESDAY, MARCH 20, 2018  
AT 7:00 PM  
COUNCIL CHAMBERS  
P-12 BUILDING**

**AGENDA**

- 1. CALL TO ORDER**
- 2. OPENING CEREMONY**
- 3. ROLL CALL**
  - A. Council Members Present
  - B. Administration Present
- 4. APPROVAL OF MINUTES**
  - A. February 20, 2018 Regular Meeting Minutes
  - B. February 26, 2018 Special Meeting Minutes
  - C. March 6, 2018 Special Council Minutes
- 5. APPROVAL OF REGULAR MEETING AGENDA**
- 6. MAYOR'S REPORT**
  - A. Mayor Report – Daniel Blair
  - B. Vice Mayor Report – David Pinquoch
- 7. MANAGER'S REPORT**
  - A. Acting City Manager's Report – Annie Reeves
  - B. City Attorney's Report – Holly Wells
  - C. School District Report – Lindsey Erk
  - D. Directors' Reports
    1. Finance Officer Report – John Janik
    2. Harbormaster Report – Kyle Sinclair
    3. Public Safety Report – Mark Hager
    4. Public Works Report – Scott Korbe
- 8. COMMISSION/COMMITTEE REPORTS**
  - A. Planning Commission
  - B. Port & Harbor Commission
  - C. Parks & Recreation Committee
  - D. Prince William Sound Aquaculture Corp.
  - E. Regional Citizen's Advisory Council
- 9. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**
- 10. PUBLIC HEARINGS (NON-ORDINANCE)**

## **11. PRESENTATIONS**

- A. Sam Daniels of the Girdwood Board of Supervisors
- B. Kelly Bender – Whittier Promotional Video
- C. Whittier Seafood Business Plan

## **12. ORDINANCES**

### **Introduction (1st reading)**

- A. **#01-2018** – An Ordinance of the Whittier City Council Approving Alaska Railroad's request to rezone lots 3 and 5, Block 10 of Whittier Subdivision Phase II from Commercial to Industrial.

## **13. PUBLIC HEARING (2<sup>nd</sup> reading)**

- #08-2017 – An Ordinance of the City Council of the City of Whittier, Alaska, authorizing the City Manager to execute an agreement with the Alaska Railroad Corporation transferring Tract A-1 to the Alaska Railroad in exchange for Tract W and the Delong dock subject to specific essential terms and conditions executed by the parties.

## **14. RESOLUTIONS**

## **15. EXECUTIVE SESSION**

- A. **Delong Dock Agreement Negotiations** - Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity. AS 44.62.310(1)

## **16. UNFINISHED BUSINESS**

- A. Shotgun Cove Road Project
- B. ARRC/COW Land Swap
- C. Improve Salmon Sport Fishing in Northwest PWS
- D. Paddle Craft Launch
- E. Comprehensive Plan

## **17. NEW BUSINESS**

## **18. COUNCIL DISCUSSION**

## **19. CITIZEN'S DISCUSSION**

## **20. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS**

## **21. ADJOURNMENT**



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**WHITTIER CITY COUNCIL  
REGULAR MEETING  
TUESDAY, FEBRUARY 20, 2018  
7:00 PM  
COUNCIL CHAMBERS  
P-12 BUILDING**

## MINUTES

### 1. CALL TO ORDER

Mayor Daniel Blair called the meeting to order at 7:00 p.m.

### 2. OPENING CEREMONY

Mayor Daniel Blair led the Pledge of Allegiance.

### 3. ROLL CALL

**A. Council members present and establishing a quorum:** Monty Irvin, Debra Hicks, Dave Dickason, Peter Denmark, Victor Shen, David Pinquoch (telephonically) and Daniel Blair.

**B. Administration Present:**

Mark Lynch, City Manager  
Annie Reeves, Assistant City Manager  
John Janik, Finance Officer  
Holly Wells, City Attorney  
Scott Korbe, Public Works Director

Kyle Sinclair, Harbormaster  
Krista Fish, City Clerk  
Dyanna Pratt, Executive Assistant

**Others Present:**

Lindsey Erk	Tim Charnon	Brandelyn Bender
Bill Rome	Anthony Sabrino	Don Stevens
Greg Clifford	Nicole Strasser	Suzanne Eusden
John Wros	Terry Bender	Mike Bender

### 4. APPROVAL OF MINUTES

January 8, 2018 Special Meeting Minutes, January 16, 2018 Regular Meeting Minutes, January 22, 2018, Special Meeting Minutes.

**MOTION:** Dave Dickason made a motion to approve the January 8, 2018 Special Meeting Minutes, January 16, 2018 Regular Meeting Minutes, January 22, 2018, Special Meeting Minutes as they are.

**SECOND:** Victor Shen

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

### 5. APPROVAL OF REGULAR MEETING AGENDA

**MOTION:** Dave Dickason made a motion to approve the Regular Meeting Agenda with amendments moving Presentation Item 12 to 5A and New Business item 18B 'Summer Music Festival' to 5A.

**SECOND:** Victor Shen

**DISCUSSION:** Councilman Shen disclosed his financial interest with businesses included in the Consent Calendar.

**VOTE:** Motion passed unanimously

Mark Lynch asked for clarification for Victor Shen's statement. Holly Wells, City Attorney, responded that Victor disclosed his financial interest, now the Council will determine whether or not the financial interest is substantial enough for Victor to abstain.

Dan Blair asked Victor Shen the nature of his conflict of interest. Victor replied that his family owns the Anchor Inn. Council asked Victor if he believes there is a substantial financial interest. Victor replied that the financial interest is not substantial enough to grant him legal exemption during the discussion of those agenda items.

**MOTION:** Dave Dickason made a motion that Victor's financial interest does not exceed the amount and that we do not accept his recusal.

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

#### **A. John Wros & Tim Charnon**

John Wros with the Conservation Fund introduced himself and the Conservation Fund. He presented that the U.S. Forest Service is interested in purchasing private lands around the Portage Pass area. They are hoping to improve the Pass trail and its infrastructure. John Wros reported the conflicts and issues that currently surround the area. He explained that the owner, who currently owns the lot that allows hikers to park their vehicles, has no interest in subdividing the lot and is looking to sell the lot as it is in its current state. As a result, the Forest Service is looking at options on what *can* be done to the lot after the acquisition. He listed the options for the Council.

Presentation ensued.

Tim Charnon stated that this opportunity would help in improving the productivity of the Portage Pass trail. He expressed his concern with dealing with a private owner and hopes to acquire more private lands in the future. He continued with the presentation by stating that he is willing to work with the community to on developing the project.

#### **B. Summer Music Festival**

Joe Kilhoffer presented an opportunity to hold a Summer Music Festival in Whittier. He reported that he is an audio engineer and manages four radio stations. He how enthusiastic he was about this opportunity to the Council. He mentioned getting 20 bands to perform. He named the event "I Love Whittier" due to popular demand. He reminded the Council that the name was not set in stone and that it can be changed in the future. The event will be focused on Family. Therefore the bands that will be invited to perform in the festival will be Family-based bands. He is looking at Memorial Weekend to throw the festival. Joe Kilhoffer shared that Whittier sits in a place that is easily accessible for most Anchorage residents and holding a free concert will bring to light Whittier's unique features.

Joe answered various questions from the Council as well as the audience.

## **6. MAYOR'S REPORT**

### **A. Mayor Report**

Mayor Blair reported that he, the City Manager and the Assistant City Manager discussed the Del Long Dock the previous day. He states that he still can't convince himself that there is a rock solid turning basin. He pointed out that the Railroad doesn't seem too concerned about it. He indicated that he and the City Attorney are working together to find clarification.

### **B. Vice Mayor Report by Vice Mayor Dave Pinquoch**

None

## **7. MANAGER'S REPORT**

### **A. City Manager's Report- Mark Lynch**

See written report in original packet.

Mark Lynch reported that he was on vacation for two weeks. He explained the Capital Funding request and said that the breakwater project at the head of the bay still needs funding. He mentioned the Whittier Creek issue and said that he and the Assistant City Manager are working on it. He updated the Council on the status of the P-12 Building and said that Fire and EMS are mostly moved over. He took a moment to thank the Harbormaster and the men working at the harbor for helping with the move of the City office. He recommended a transfer be done at some point to the Harbor Office to offset any cost. He reported that the Police Department is still operating out of the BTI because Capsis is not working at the new building as of yet and for them to move, Capsis has to be fully functional. Mark Lynch encouraged anyone who hasn't been to the new building to pay a visit. He mentioned an open house for the building very soon.

Suzanne Eusden reported that the door to the stairwell is locked and that she had to take the elevator. Mark Lynch told her that the stairwell is an exit only. Mayor Blair shared his frustration about the stairs with Suzanne but reminded her that it is not a violation from a fire safety standpoint.

Dave Dickason asked Mark Lynch about the trash truck. Mark reported that the agreement was made at \$12,000, but the original owner of the truck does not have the title but is looking to get it to the City soon. Mark stated that he is hoping to hear from them. He reminded the Council that there is still a conversation about dumpsters that he needs to have with them.

Monty Irvin asked when Anchorage will take over policing Girdwood. Mark indicated that the contract Whittier has with Girdwood is valid for another two years. Monty replied that he had heard that Anchorage was going to tax their citizenry in Anchorage to which Mayor Blair replied that it was for the Highway so that Anchorage could keep tabs on what is going on in the highway.

### **C. School District Report**

See written report in packet.

Lindsey Erk reported that the Schol is wrapping up its second quarter of the school year and that it has been a little busy. She announced a volleyball night at the school tomorrow—everybody is invited—and an Alumni vs. Students basketball game on March 21<sup>st</sup>. She reported that the school is still in the process of looking for a new hire and that the school has been one teacher short. The process has been going since October of last year. Lindsey announced that five children have enrolled in the school. She mentioned a Facilities Use Permit that the City has agreed to sign for a quite some time. She stated that the City hired Brooke Lavender. Lindsey hopes to get the Gym open as early as next week—if not, the week after. She thanked the Council for partnering with the

school for this and is excited to get the kids in the gym during the cold winter months.

Dan Blair asked for an estimate of days within the week that the school gym will be available. Assistant City Manager, Annie Reeves, answered that Brooke Lavender would open the gym for three days out of the week for two and a half hours. She indicated that some days there would be specific sports and some days it will be a free day for kids to enjoy whatever activity they please. Dan Blair thanked Annie and everyone involved for their efforts to make this happen. He said, "That sounds excellent."

**D. Director's Reports**

**1. Financial report – John Janik**

See written report in original packet.

Dan Blair inquired about the Cruise Ship Vessel Tax. Mark Lynch replied that the deposit normally comes in February, but he isn't too sure if it shown up yet.

**2. Harbormaster Report – Kyle Sinclair**

Nothing new to report

**3. Director of Public Safety Report – Dave Schofield**

See written report in original packet.

**4. Public Works Report – Scott Korbe**

Nothing new to report

**5. Public Safety Building Report**

Nothing new to report

**8. COMMISSION/COMMITTEE REPORTS**

**A. Planning Commission**

Nothing new to report

**B. Port & Harbor Commission**

Greg Clifford reported that the Port and Harbor Commission will be meeting next month and he will give an update at the City Council meeting after it.

**C. Parks & Recreation Committee**

Dave Dickason reported that there was a presentation at the school and got great feedback from the kids. He pointed out that the children ask him about the park whenever he runs into them in the halls. He mentioned getting feedback from CRW and a meeting that will be arranged in the future to bring everything together to finalize the plan.

Victor Shen brought up a previous meeting where 14 people showed up. He specified that the meeting was to discuss spring and summer recreation planning. He stated that they are looking at hosting more volunteer events in the summer. Dave Dickason had a plan that the first Saturday of every month will be a Parks and Rec. Day where volunteers can gather to work on specific projects on that day.

**D. Prince William Sound Aquaculture Corp.**

Don Stevens announced that, in Anchorage, the beginning of the season begins on the 2<sup>nd</sup> of March and there will be a meeting for that.

**E. Regional Citizen's Advisory Council**

Mike Bender reported that there was an RCAC meeting in January where the main topic was that Crowley will no longer be escorting tankers in and out of the sound in July. He reassured that a new company called Edison Chouest Offshore will be taking over. He acknowledged Crowley and their diligence. Mike Bender announced that RCAC is holding a public meeting in Valdez sometime in May.

Mike Bender mentioned the letter that the City of Whittier had submitted for support of the change in the Valdez Marine Terminal. He reported that it had been delayed as they didn't want a boom by the nearby hatchery and the duck flats. He said that RCAC was opposed to the plan as they wanted the plan to remain the same and the topic will be moved a hearing.

Mark Lynch asked if RCAC needed testimony from the City of Whittier. Mike Bender responded that it still remains to be seen, but assured that the letter went a very long way. He thanked the Council.

Peter Denmark asked about the letter that was written last year expressing displeasure with the new plan to decentralize incident response. Mike Bender replied that that letter has been since they stayed the course on the Regional Response Team. He continued by clarifying that they were trying to provide an intermediate spokesperson to the stakeholders, but now the information will be continuous and will come right from the on-scene coordinator so that we'll have access anytime during the day. Peter asked if there was essential change to incident response, Mike replied, no.

**9. CITIZENS COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**

None

**10. APPROVAL OF CONSENT CALENDAR**

Dan Blair presented the consent calendar before him and asked if any Council member would like to discuss any items individually. If so, he asked them to call the item out.

Hearing none. He moved to approve the consent calendar.

**MOTION:** Dave Dickason made a motion to approve the consent calendar

**SECOND:** Peter Denmark

**DISCUSSION:** None

**VOTE:** Motion passed unanimously.

**11. PUBLIC HEARINGS (NON-ORDINANCE)**

None

**12. PRESENTATIONS**

None

**13. ORDINANCES**

**Introduction (1<sup>st</sup> reading)**

#### **14. PUBLIC HEARING (2<sup>nd</sup> reading)**

**#08-2017 – An Ordinance of the City Council of the City of Whittier, Alaska, authorizing the City Manager to execute an agreement with the Alaska Railroad Corporation transferring Tract A-1 to the Alaska Railroad in exchange for Tract W and Delong dock subject to specific essential terms and conditions executed by the parties.**

**MOTION:** Dave Dickason made a motion to postpone the reading and public hearing of ordinance #08-2017 until no later than March 20<sup>th</sup>.

**SECOND:** Victor Shen

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

#### **15. RESOLUTIONS**

**#06-2018 – A Resolution declaring a declaration of economic hardship**

**MOTION:** Peter Denmark made a motion to skip Resolution #06-2018

**SECOND:** Dave Dickason

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**#08-2018 – A Resolution adopting a City pay plan**

**MOTION:** Victor Shen made a motion to adopt resolution #08-2018

**SECOND:** Dave Dickason

**DISCUSSION:** Mark Lynch specified that the City does this every year and what it is essentially is a cost of living increase and that the cost of living increased this year by half a percent. He added that there is a new position on the pay plan that has not been filled; it is a position of Police Lieutenant.

Victor Shen inquired about how close the CPI was compared to inflation. Mark replied that the inflation rate is the CPI, generally, they can be interchangeable. Discussion ensued.

**VOTE:** Motion passed unanimously

**#09-2018 – A Resolution designating a City Auditor for CY 2017**

**MOTION:** Dave Dickason made a motion to skip resolution #09-2018

**SECOND:** Monty Irvin

**DISCUSSION:** Mark Lynch reminded the Council that there is a legal requirement for the City to have an audit.

**VOTE:** Motion passed unanimously

#### **16. EXECUTIVE SESSION**

**A. Discussion of DeLong Dock Agreement/ARRC Land Issues – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)**

**B. Discussion of City Manager Contract Extension– Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)**



**MOTION:** Dave Dickason made a motion to enter executive session to discuss the DeLong Dock Agreement/ARRC Land Issues – Matters that, if immediately disclose, would tend to adversely affect the finances of the City. AS 44.62.310(1)

To Discuss City Manager Contract Extension. Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**Council entered into Executive Session at 9:09 pm.**

**MOTION:** Dave Dickason made a motion to close executive session at 10:16 p.m. and return to the regular meeting.

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**Council ended Executive Session and returned to the regular meeting at 10:16 pm.**

#### **17. UNFINISHED BUSINESS**

##### **A. Shotgun Cove Road Project**

Nothing new to report.

##### **B. ARRC/COW Land Swap**

Nothing new to report.

##### **C. Improve Salmon Sport Fishing in in Northwest PWS**

Nothing new to report.

##### **D. Paddle Craft Launch**

Nothing new to report.

#### **18. NEW BUSINESS**

##### **A. Harbor Issues**

**MOTION:** Dave Dickason made a motion to skip Harbor Issues.

**SECOND:** Debra Hicks

**DISCUSSION:** None

**VOTE:** Motion passed unanimously.

##### **B. Summer Music Festival**

Council briefly discussed a workshop for this item for further discussion. Item was skipped and to be picked up under Council Discussion.

##### **C. Appointment to PWSRCAC**

Dan Blair reappointed Mike Bender as the PWSRACA Chairperson. There were no objections. Mike Bender was reappointed to the PWSRCAC

##### **D. City Manager Contract**

**MOTION:** Dave Dickason made a motion to provide a \$1,500 monthly housing stipend to

the current City Manager effective immediately instead of providing housing through duration of employment.

**SECOND:** Victor Shen

**DISCUSSION:** Council discussed the City Manager's housing situation at length. Mark Lynch announced that, City Clerk, Krista Fish is planning to leave the state of Alaska, and will make City apartment 1507 available for Mark Lynch to reside in. Council agreed.

**VOTE:** Motion was postponed indefinitely.

Dan Blair moved on to the next component of the New Business item which was the renewing of the City Manager Contract.

**MOTION:** Peter Denmark made a motion to renew the City Manager's contract.

**SECOND:** Dave Dickason

**DISCUSSION:** Mark Lynch indicated that he didn't ask for much as the City Manager, and he appreciated the bonuses given to him throughout the course, but as far as raises, he's never received one. He told the Council that he is torn about what he wants to do, but he is sure he doesn't want to stay in Whittier past August due to recent events. Mark stated that if Council moves to extend his contract, he'd appreciate the gesture, but he is undecided if he will accept it or not.

**VOTE:** Peter Denmark, No; Dave Dickason, No; Victor Shen, No; Monty Irvin, No; Dave Pinquoch, No; Debra Hicks, No; Dan Blair, No.

Motion failed unanimously.

There was a discussion about the City Manager's contract. Mayor Blair encouraged that Mark remains in the City Manager position until August, when the contract is finally up. Mark replied that he will be looking for work nonetheless. Council understood.

## **19. COUNCIL DISCUSSION**

Dan Blair encouraged Council to form a committee to aid in the hiring of another City Manager with the help of the current City Manager.

Peter Denmark expressed his concerns about the jobs being posted and a positive transition of City Managers. He thanked Mark Lynch for the work he has done, and asked if Mark can assist the City with hiring a new City Manager as he knows what is needed for the job. Peter added that Mark's help will be integral in achieving the future the City of Whittier aspires to.

Dave Pinquoch suggested that the job for City Manager be posted before the next City Council meeting.

Council agreed to add a City Manager Hiring Committee component to the work session for the music festival.

Discussion ensued.

Peter Denmark nominated Dan Blair and Dave Dickason to be the two point people on this matter. Dan and Dave accepted the nominations.

Dave Pinquoch stated that Annie Reeves' position on the Employee Organizational Chart should be below the City Manager and above the Department Heads. Council agreed.

Work session date: Wednesday March 28<sup>th</sup>, 6:00 pm.

Victor Shen brought up some information about the City Pay Plan. He researched the pay for police officers. He listed the different rates police officers in Alaska get paid. He asked for input.

Mark Lynch responded that he had done pay studies and the City of Whittier is aligned with most of what he was looking at.

Discussion ensued.

**20. CITIZEN'S DISCUSSION**

None

**21. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS**

None

**22. ADJOURNMENT**

All were in favor of adjourning the meeting at 10:39 p.m.

**ATTEST:**

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**Naelene Matsumiya**  
**City Clerk**

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**Daniel Blair**  
**Mayor**



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**WHITTIER CITY COUNCIL  
SPECIAL MEETING  
MONDAY, FEBRUARY 26, 2018  
6:00 PM  
COUNCIL CHAMBERS  
P-12 BUILDING**

## MINUTES

### 1. CALL TO ORDER

Mayor Daniel Blair called the meeting to order at 6:00 p.m.

### 2. OPENING CEREMONY

Mayor Daniel Blair led the Pledge of Allegiance.

### 3. ROLL CALL

#### A. Council members present and establishing a quorum:

Debra Hicks, Victor Shen, Dave Dickason, Dave Pinquoch (telephonic), Peter Denmark and Daniel Blair.

#### B. Council Members Absent: Monty Irvin

#### C. Administration Present:

Mark Lynch, City Manager  
Annie Reeves, Assistant City Manager  
Johnny Janik, Finance Officer  
Krista Fish, City Clerk  
Mark Hager, Acting Police Chief

Kyle Sinclair, Harbormaster  
Holly Wells, Attorney  
Katie Davies, Attorney  
Scott Korbe, Public Works Director

**Others Present:** Jennifer Alexander, Greg Clifford, Keith McCormick, Lindsey Erk

### 4. APPROVAL OF THE SPECIAL MEETING AGENDA

**MOTION:** Dave Dickason made a motion to approve the special meeting agenda with one amendment; moving Executive Session under item 5, right after Citizen's Comments Not Scheduled for Public Hearing.

**SECOND:** Victor Shen

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

### 5. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

None

## **5A. EXECUTIVE SESSION**

**MOTION:** Dave Dickason made a motion to enter Executive Session to discuss Legal Counsel regarding resignation of Police Chief (matters required to be confidential by law)

**SECOND:** Debra Hicks

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

## **COUNCIL ENTERED EXECUTIVE SESSION AT 6:05 PM**

**MOTION:** Dave Dickason made a motion to close executive session and return to the regular meeting.

**SECOND:** Victor Shen

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

## **COUNCIL CLOSED EXECUTIVE SESSION AT 6:57 PM**

## **6. NEW BUSINESS**

### **A. Resolution**

#### **#10-2018 – A RESOLUTION AMENDING THE CITY ORGANIZATIONAL CHART**

**MOTION:** Dave Dickason made a motion to adopt Resolution #10-2018

**SECOND:** Victor Shen

**DISCUSSION:** Victor Shen inquired about the chain of command on the chart. Mark Lynch pointed out the code representing department heads. Mark described the color coordination for every employee on the chart. He reported that the color for Assistant City Manager on the chart should be changed to green or something close to the City Manager's. He suggested passing the resolution and to leave it up to him to change the color. He also suggested adding Exempt Management next to the Assistant City Manager's position for clarification.

A friendly amendment was made to the original motion to change the color of the Assistant City Manager's Box and to add "Exempt Management" beside it.

**VOTE:** Motion passed unanimously

### **B. Music Festival**

Peter Denmark reported the wide spread report for the Music Festival. Mayor Blair gave a brief summary of Joe Kilhoffer's presentation. Council discussed the weather and food vendors. Council agreed that Mr. Kilhoffer's number of bands estimate was optimistic for Whittier. Dave Dickason asked if the City allows vendors on a one day permit to sell food. Peter Denmark indicated that it is the portable food vendors that tend to get local restaurant owners a little wound up. But he agrees that if a festival were to be held in Whittier the distribution will be spread evenly. He nominated those in the Parks and Recreation Committee to handle the workshop and help the City of Whittier put the Music Festival together.

Annie Reeves stated that she spoke to Victor on formulating a task force for the Music Festival. She explained that she had community members express their interest in helping with the development of the festival. She reminded Council of the moving pieces of this project and stated that whatever is done has to be done well so that people will come back. Annie hopes to connect with some Council members and then connect with Mr. Kilhoffer so that she can relay information to get the ball moving for this.

Peter Denmark said that this would normally upset local business owners and suggested calling the

businesses and informing them of the festival, as a way of being proactive and respectful of their opinions. Annie added that Kelly Bender has agreed to work with her on this issue. Annie asked if the City has the green light to make this happen by Memorial Day.

Council discussed a number of things such as parking, business licenses, shuttle service, etc.

Annie Reeves went over her priority list for the event:

- Security
- Parking
- Shuttle Service
- Mobile Vendors
- Business Licenses
- Trash
- Bathroom
- Staging area in the Triangle/check with nearby businesses
- Work with Kelly Bender
- Communication with Tunnel

Dan Blair suggested contacting other cities that have had the festival to get an insight on what to expect.

Discussion ensued.

Annie Reeves said that an email asking if the Committee could meet later in the week, either on Thursday, Friday or Monday is pending. Council discussed a temporary ordinance that allows for businesses to sell items for a set amount of time and then will revert back to the code.

Peter Denmark brought up the campground for parking or the event. Mark Lynch stated that the event will not take place in the campground. Annie said that she will send the email tomorrow.

### **C. Manager Hiring Process**

Mark Lynch stated that the City Clerk had found a City Manager Job Description from before he was hired. He presented it to the Council for reference.

Peter Denmark told the Council that he'd like some advice from Mark Lynch about housing issues and also if future employees will be interested in buying/renting units. Mark Lynch gave a brief summary on his experience with housing when he was hired. He stated that finding housing really depends on the time of year. Peter Denmark mentioned a process if the City chooses to sell the condos. He also inquired about a compensation package. Mark Lynch replied, "My opinion is, you're looking at, at least 120." He explained that he is a credentialed manager and stressed that the City might not find another credentialed manager as there are only a few of them in the state of Alaska. He reminded that the workload for the City Manager of the City of Whittier is pretty high for the size of the city and added the city may need to be competitive if the Council wants someone with qualifications. Mark Lynch explained that putting a pay range may interest people, but there is a possibility that someone with more confidence than experience might come in and negotiate for more. He suggested not advertising a pay range. He indicated that there is the Alaska Municipal League and the International City Managers Association for reference when looking for a new City Manager.

Dan Blair asked Mark Lynch ways to encourage city managers to live in Whittier. Mark replied that housing is desirable. He stated that there is no formal policy, but he recommended mandatory residence in Whittier for his department heads. Mark described the differences between City Manager and City Administrator to the Council.

## **7. EXECUTIVE SESSION**

Item was moved to 5a.

**8. COUNCIL DISCUSSION**

None

**9. CITIZEN'S DISCUSSION**

None

**10. ADJOURNMENT**

All were in favor of adjourning the meeting at 7:52 p.m.

**ATTEST:**

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**Naelene Matsumiya**  
**City Clerk**

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**Daniel Blair**  
**Mayor**



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**WHITTIER CITY COUNCIL  
SPECIAL MEETING  
TUESDAY, MARCH 6, 2018  
6:00 PM  
COUNCIL CHAMBERS  
P-12 BUILDING**

## **MINUTES**

### **1. CALL TO ORDER**

Mayor Daniel Blair called the meeting to order at 6:00 p.m.

### **2. OPENING CEREMONY**

Mayor Daniel Blair led the Pledge of Allegiance.

### **3. ROLL CALL**

#### **A. Council members present and establishing a quorum:**

Debra Hicks, Victor Shen, Dave Dickason, Dave Pinquoch (telephonic), Peter Denmark, Monty Irvin and Daniel Blair.

#### **B. Council Members Absent:**

#### **C. Administration Present:**

Annie Reeves, Assistant City Manager  
Johnny Janik, Finance Officer  
Naelene Matsumiya, Acting City Clerk

Holly Wells, Attorney (telephonically)  
Katie Davies, Attorney  
Scott Korbe, Public Works Director

#### **Others Present:**

### **4. APPROVAL OF THE SPECIAL MEETING AGENDA**

**MOTION:** Dave Dickason made a motion to approve the March 6 Special Meeting agenda.

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed 6-1

### **5. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**

None

### **6. RESOLUTION**

#### **A. Resolution**

**#11-2018 – A RESOLUTION AUTHORIZING THE ASSISTANT CITY MANAGER TO SERVE AS ACTING CITY MANAGER AND AUTHORIZING THE HIRING OF AN INTERIM CITY MANAGER OR INTERIM ASSISTANT CITY MANAGER**



**MOTION:** Dave Dickason made a motion to adopt Resolution #11-2018 – A resolution authorizing the Assistant City Manager to serve as Acting City Manager and Authorizing the Hiring of an Interim City Manager or an Interim Assistant City Manager.

**SECOND:** Victor Shen

**DISCUSSION:** Dan Blair announced that this resolution is to authorize and designate Annie Reeves, the Assistant City Manager, to hire an interim City Manager to assist her. Dan reported that he and Dave Dickason met with Annie to discuss this. He stated that the Committee to hire a new City Manager should serve to assist Annie. Council looked at the resolution and discussed the wording. Katie Davies, from the Attorney's Office, stated that the resolution was written to allow flexibility in the hiring process. Council discussed this for a while and took the language to allow flexibility into consideration.

Ultimately, Council decided to do a friendly amendment to the resolution, striking the phrase, "or interim Assistant City Manager" from the second **WHEREAS** and the **NOW, THEREFORE, BE IT RESOLVED** clause.

**VOTE:** Motion passed unanimous.

## **7. NEW BUSINESS**

### **A. P12 EMS Hall Lease to Whittier Seafood for 6 Months**

Dan Blair specified that as long as it is 6 months or less, a City Manager can elect to create a lease. He stated that, due to events in the past, he thought it'd be a good idea to bring this in front of Council. Dan began to explain the situation, saying Whittier Seafood needs space for their equipment, especially during windy days. Dave Dickason asked how about the square footage they will be occupying. Scott Korbe, Director of Public Works, replied that currently, Whittier Seafood is occupying about 3,000 square feet of the whole P-12 Fire Hall. He told the Council that there was rhetoric between the City Manager and Whittier Seafood that the space was available and ready to go, but it really wasn't.

Scott Korbe explained that Whittier Seafood is working on a project to install freezers to increase productivity. He stated that they are interested in a longer term solution and that they are currently leasing the "Egg Room" in the P-12 building.

Dave Dickason asked if the Alaska Railroad lease would allow them to expand. Dan Blair replied that, to his understanding, they *are* expanding. Scott Korbe spoke to that topic, reporting that Whittier Seafood went before Planning and Zoning because there were small setbacks and they wanted a little forgiveness of the setback so that they can install freezer and compressor units.

Dan Blair reported that the processing plant is *packed* and this would allow them to facilitate. He reminded that it is not permanent; it is a 6 month lease.

Scott Korbe reminded Council that an appraisal had been done as well as a few Environmental Study Reports on several different levels. He said that the departments using the P-12 Building are still trying to move out of it, such as Fire, EMS and the Police Department.

## **8. EXECUTIVE SESSION**

**MOTION:** Dave Dickason made a motion to enter Executive Session to discuss Legal issues surrounding resignation of Police Chief (matters required to be confidential by law)

**SECOND:** Victor Shen

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**COUNCIL ENTERED EXECUTIVE SESSION AT 6:33 PM**

**MOTION:** Dave Dickason made a motion to close executive session and return to the regular meeting.  
**SECOND:** Victor Shen  
**DISCUSSION:** None  
**VOTE:** Motion passed unanimously

**COUNCIL CLOSED EXECUTIVE SESSION AT 7:16 PM**

**9. COUNCIL DISCUSSION**

Monty Irvin asked if they could vet and evaluate the next Police Chief.

A pay compensation for Annie Reeves was briefly discussed. She thanked the Council.

Dan Blair reported that he had removed Mark Lynch from the UBS list and they understand that the City of Whittier is in a transition period.

Peter Denmark asked about credit cards from those who had recently departed. Annie Reeves replied that she has collected all City credit cards from them as well as building keys. Scott vouched for this.

**10. CITIZEN DISCUSSION**

None

**11. ADJOURNMENT**

All were in favor of adjourning the meeting at 7:52 p.m.

**ATTEST:**

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**Naelene Matsumiya**  
**City Clerk**

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**Daniel Blair**  
**Mayor**



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 Whittier, Alaska 99693 (907) 472-2327 Fax (907) 472-2404

To: The Mayor and  
City Council  
From: Annie Reeves,  
Acting City Manager  
Subject: Manager's Report  
Date: March 20, 2018

Dear Esteemed Council Members,

Although your City's administration is running with a skeleton crew, I am very proud and happy to report that your staff has reacted to our current stressful reality with poise and determination to pull together and get through the tough times as a team. Morale is high, teamwork effective, and we are getting through issues with a careful eye and diligence. Should you have any questions as to any items in this report, please know our offices are always open and ready to assist in any way we can.

## **1. City Vehicles**

- Staff is working to ensure all City vehicles have title and current insurance. Bringing our information current ensures we have coverage and are paying for what we actually need/have. Seems some vehicles are no longer in service yet we are paying insurance for them while new vehicles have been brought into service that don't have insurance. This should be squared away by the end of this week (3/23/18).

## **2. Taxes and Business Licenses**

- Tax season begins April 1<sup>st</sup> so the personal property tax returns are being worked on and the 2018 tax roll assessments should be going out next month. There were no changes in value within the real property tax roll. The City is currently waiting for an assessment for the Whittier Seafood add-on and new building.
- No foreclosure proceedings to report, which is wonderful.
- Since January 1, the City has issued 54 business licenses. Many have been renewals but there were several new businesses getting licenses.
- The Board of Equalization date is set for May 15. This is an important date as it's when the Board sets the real property tax rate and is also the time that we hear any appeals from property owners.

## **3. Public Safety Building**

- Progress is being made to be able to hold the April council meeting in the PSB council chambers. The big holdup has been finding a way to stream proceedings to our constituents. We have a solution and will be testing it out in the next two weeks.
- We are still experiencing issues with our phone system and are pushing ACS hard to determine and address the issues we are having.
- We are working on designing and ordering better signage for our building. We are also working closely with Eastern Aleutian Tribes Executive Director Jennifer Harrison for better clinic signage.

- Public Works and Public Safety continue their work in moving their inventory into the new building.
- Developing and instituting a new policy and procedure of having key assignments documented. This helps ensure the City can track which employee has what key and to what areas.
- Preparing the temporary quarters with necessary furniture for our seasonal/temporary EMS summer hires.

#### **4. City Spaces within BTI**

- Staff is working diligently to remove the last items from our old City offices. Once all items are removed, the spaces will be cleaned and ready for Council to determine next steps.
- 1507 and 1509 were fumigated last week. The spaces will be cleaned out and prepared for City Council to determine next steps.

#### **5. Shotgun Cove Road**

- City staff met with representatives from CRW Engineering. We discussed next steps in design and development of the road extension from its current terminus to Trinity Point. We will be working with CRW in hosting an open house to explain the project and allow for public comment. We are also working to ensure all National Environmental Policy Act provisions are met.

#### **6. Head of the Bay, Harbor Erosion, Whittier Creek Levee**

- City staff also met with a delegation from the Army Corps of Engineers to discuss the ongoing viability of a head of the bay development. At this point, the Corps is working on a cost benefit ratio and will be presenting up their vertical chain for feedback.
- Another good outcome from this meeting is that we strengthened our relationship with the delegation and have received additional support and information to help with the permitting process required to address issues with both harbor erosion and the Whittier Creek levee.
- Staff, with the assistance of CRW, will communicate with NRCS to see if there is any funding available to mitigate issues at the Whittier Creek Levee.
- Staff is also partnering with CRW for design and development of harbor erosion mitigation and will continue seeking funding sources.

#### **7. Ambulance Billing**

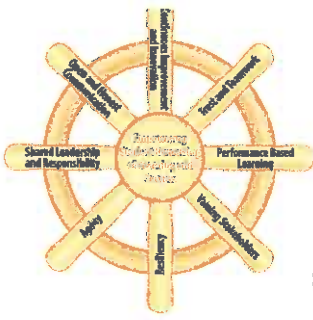
- Discovered that although we have a budget line-item for ambulance fees, we have not been collecting. Staff is working on collections and we should have a status report soon.

#### **8. Public Safety**

- Conducted several phone interviews for potential interim public safety director. Have two promising candidates that will be vetted further.
- Researching outsourcing dispatch for 24/7 coverage. It takes about 4 (if not 5) staff to do dispatch right (three people working 8 hour shifts around the clock with subs for time off). Palmer and Wasilla are both interested in working with Whittier. In discussions about importance of a fee schedule so there are no hidden or surprise charges once we enter into an agreement.
- Lots of officer and community training coming up. Please look for informational flyers coming soon.

#### **9. Policies and Procedures**

- It my short tenure, I have discovered that there are very few accountability measures in place. I believe strongly in accountability as it helps keep not only our staff safe – but our City as well. To that end, I am working closely with staff in discussing and developing much needed policies and procedures that will aid in communication and transparency – two keystones in building trust within our City administration.



## Whittier Community School

PO Box 638  
Whittier, AK 99693  
(907) 472-2575 Phone  
(907) 472-2409 Fax

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To: Whittier City Council  
From: Lindsey Erk  
Date: March 9, 2018

### Recent Events:

Volleyball game night – 44 people attended  
Board game night – 35 people attended  
Whittier Police Department Visit – WPD brought four officers into the school. They will come back to provide students with some lockdown information and internet safety.  
March EAC Meeting

### Upcoming Events:

March 20 – Step Afrika! field trip to the Performing Arts Center in Anchorage  
March 21 – Basketball – all community welcome  
March 23 – End 3<sup>rd</sup> Quarter  
March 27-29 – Parent/Student/Teacher Conferences  
March 28-30 – State PEAKS testing  
April 11 – Game night  
April 12 – EAC Meeting

### Voyage School Opportunities:

First Trek  
US Government  
Outdoor Leadership – Texas bike trip

We are closing out the third quarter of school, which means this is the time of year things really start to get busy. With the end of the third quarter coming this also means we will be scheduling parent/teacher/student conferences on March 27, 28, and 29. We schedule a meeting with each student and their family to go over current progress and set goals for the rest of the year. Each of the three days students will be released at 2:45pm and conferences will run from 4:00pm to 7:30pm each night. Please contact the school to set up your appointment.

We end March with our state testing (PEAKS) that we participate in every spring. This year students in grades 3-9 will test in both English Language Arts and Math. Students in grades 4, 8, 10 will also test in Science. It is very important for students to get a good nights sleep and be well rested for their tests. All tests are computer based so we will be limiting other uses of the computers and internet during that time to make sure we have the bandwidth needed to test 16 students in one day. This will be a busy few days of testing.



Whittier Community School  
(907) 472-2575

Valdez FOCUS  
Homeschool  
(907) 835-5528

Tatitlek Community School  
(907) 325-2252

Anchorage FOCUS  
Homeschool  
(907) 522-7400

Chenega Bay Community School  
(907) 573-5123

Fairbanks FOCUS  
Homeschool  
(907) 457-2545

Voyage  
School  
(907) 222-2712





# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 427-2327 • Fax (907) 472-2404

To: Mayor Blair & City Council

Via: Annie Reeves, Acting City Manager

From: John Janik, Director of Finance *JJ*

Subj: Finance Report as of February 28, 2018

**Opening Comment:** This is again a relatively lengthy report but addresses several items.

**Specific Comments:**

- The first item to point out is that the Commercial Passenger Vessel (CPV) tax payment was received via direct deposit on February 27<sup>th</sup> in the amount of \$674,320.00.
- To expand the search for an auditor for the 2017 annual audit, the original RFP was sent to six additional auditing firms in Anchorage, Wasilla, and Soldotna on February 26<sup>th</sup>. Of the six additional contacts only one, Brad Cage, responded expressing interest but he withdrew his interest on March 5<sup>th</sup>. With still only two bids received, the firm of Altman, Rogers, & Co. who did the 2015 & 2016 audits was contacted. They submitted a proposal the following day on March 6<sup>th</sup>, and John P. Johns withdrew his proposal the same day. To summarize:
  - A total of 12 auditing firms were contacted—11 from Alaska and one from California
  - One indicated they no longer perform government audits
  - One expressed interest but later withdrew interest
  - Three bids have been received
  - Of the three submitted, one has been withdrawn
  - Eight provided no response
  - The remaining proposals are from Porter & Allison at \$30,000 plus a possible \$5,000 for incidental work that may be required; and Altman, Rogers & Co. at \$30,000 plus possible incidental work and travel-related expenses.
- Another item discovered of just prior to Mark Lynch's departure is the lease-sharing agreement with the Alaska Railroad Corporation. Records indicate the quarterly payment to them has not been made since the first quarter of 2017. The worksheet for quarterly calculations has been located, updated, and the amount brought current through fourth quarter of 2017 for a total of \$53,530.94 as shown on the table below. With awareness of this agreement, scheduling has been established to ensure future quarterly payments are remitted as soon as possible after the close of each quarter.

**Alaska Railroad Corporation Lease-share Amounts per Quarter--2017**

Quarter	Fuel Dock	Leases	Qtr Total	Notes
1	265.56	6,764.69	7,030.25	<b>Paid</b>
2	5,098.00	16,306.64	21,404.64	To be paid 3/14/18
3	9,172.85	10,937.83	20,110.68	To be paid 3/14/18
4	404.43	11,611.19	12,015.62	To be paid 3/14/18
<b>UNPAID</b>	<b>14,675.28</b>	<b>38,855.66</b>	<b>53,530.94</b>	<b>2017 TOTAL DUE</b>

- The investment section of the Cash & Investment Summary report has been partially updated as of February 28, 2018. The cash balances in the various funds remains at general amounts with an amount entitled "allocation in research" which reflects a combined amount allocated to the various funds but not specifically identified. Discussions are in progress with Caselle to determine which allocation journals are completely necessary and which ones that can possibly be eliminated. The UBS Investment section has not been updated as the February statements have not been received at the time of this report preparation.
- As with recent monthly finance reports, included are individual graphed summaries for the Water/wastewater and Small Boat Harbor funds.
- Below are various grant tabulations. Grants are only updated quarterly so the amounts reflected are the same as for January and will remain the same for March. The first quarter update should be available in time to be included in the April Finance Report.

State Grant Number	13-DC-508	15-DC-160	10-DC-32
Project Name	Shotgun Cove Road	Shotgun Cove Road	RR Station Improvements
Grant Amount	2,000,000.00	2,000,000.00	325,000.00
Expenditures to Date	1,969,308.83	59,400.00	63,389.15
Funds Remaining	30,691.67	1,940,600.00	261,610.85

Federal Grant No.	17-DG-11100410-033	DTEH70-03-A-17-0077/018
Project Name	Horsetail Falls Gate & Parking	Shotgun Cove Road
Grant Amount	40,255.00	7,000,000.00
Expenditures to Date	0	4,701,894.08
Funds Remaining	40,255.00	2,298,105.92

As mentioned in the last financial report, the city manager (Mark Lynch) indicated he had received an email confirmation that the city has been awarded a Federal Lands Access Program (FLAP) grant in the amount \$2million although formal paperwork has not yet been received. At present there is no further update.

#### **Other Comments:**

- Advanced online training sessions with Caselle are in the scheduling process to provide a better insight and proficiency with the accounting program beyond basic trouble-shooting.
- The application for the Community Assistance Program (CAP, formerly known as State Revenue Sharing has been received and must be returned by June 1, 2018, and the application is in the process of being completed.

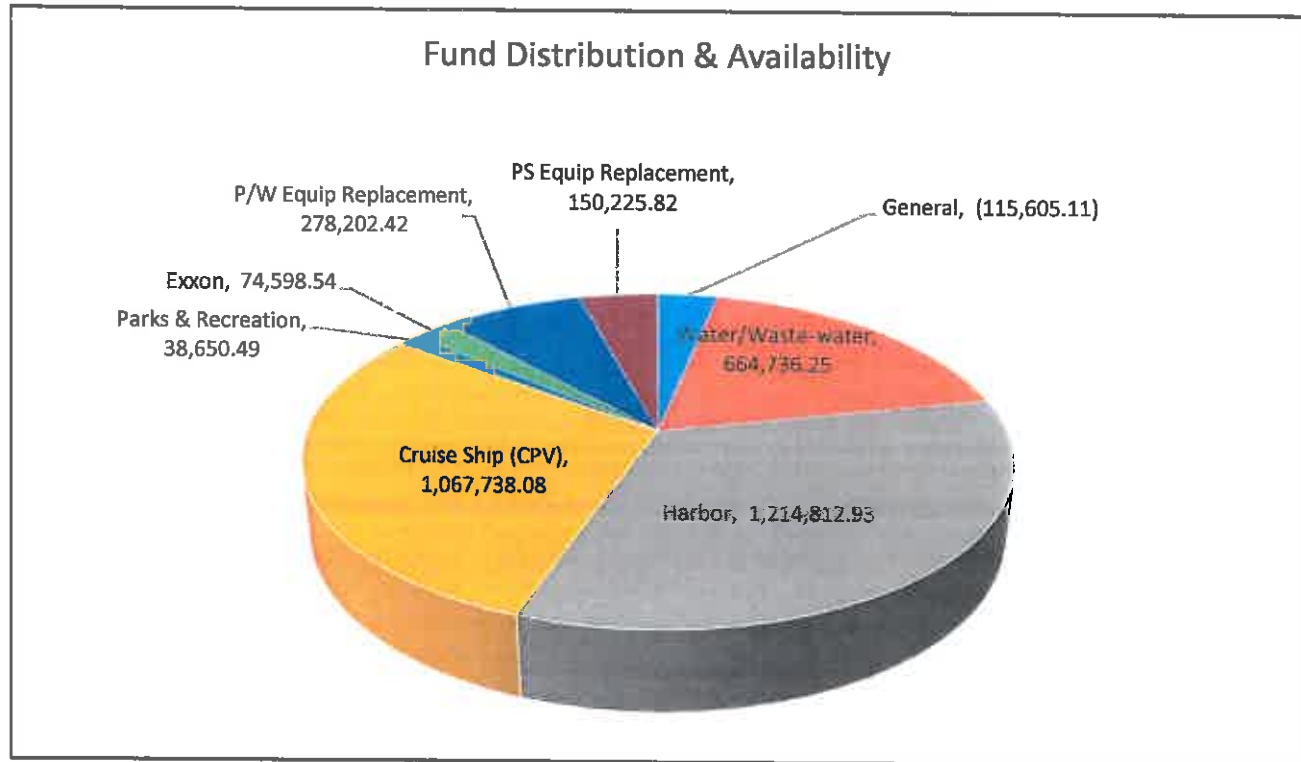
**Closing Comment:** Efforts will continue in the direction of making all financial activities and reporting as clean, concise, accurate, and as transparent as possible.

### End of Report ###

**City of Whitter**  
**Cash & Investment Summary**  
**As of February 28, 2018**

FUND	FNBA Checking	UBS Investments	Minimum Balance	Committed	Funds Available
General	1,500,000.00	384,395.03	2,000,000.00	-	(115,604.97)
Water/Waste-water	150,000.00	914,736.57	400,000.00	-	664,736.57
Harbor	700,000.00	914,813.25	400,000.00	-	1,214,813.25
Cruise Ship (CPV)	824,320.00	209,418.15	-	34,000.00	1,033,738.15
Parks & Recreation		38,650.50	-	-	38,650.50
Exxon		74,598.57	-	-	74,598.57
P/W Equip Replacement	100,000.00	178,202.48	-	-	278,202.48
P/S Equip Replacement	50,000.00	100,225.85	-	-	150,225.85
Allocation in research	46,785.96				
<b>Total</b>	<b>3,371,105.96</b>	<b>2,815,040.41</b>	<b>2,800,000.00</b>	<b>-</b>	<b>3,339,360.41</b>

**Note:** \$34,000 from CPV committed to Parks & Recreation



**2018 YEAR-TO-DATE INVESTMENT PERFORMANCE**

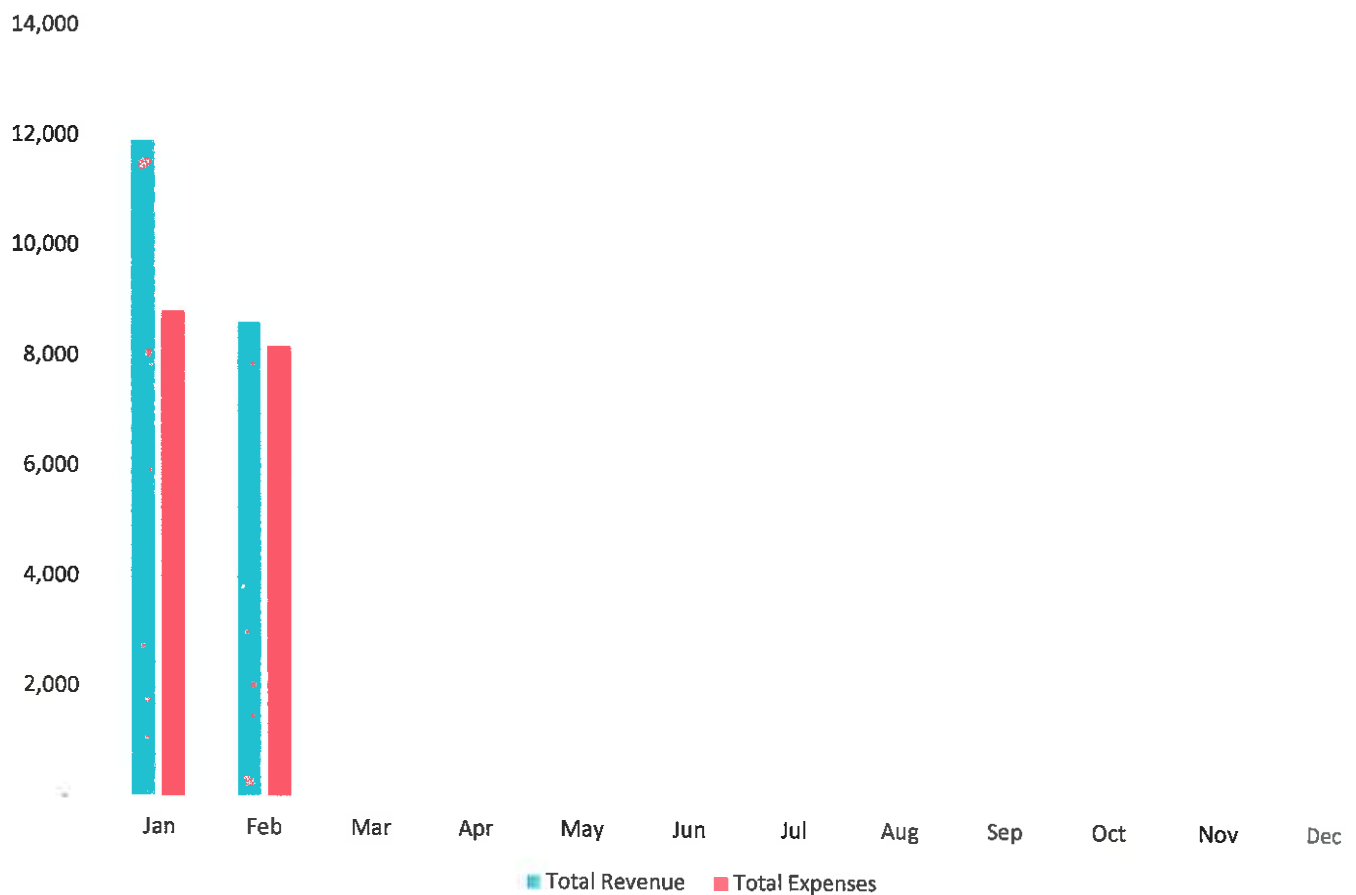
UBS Investments	Dec 31, 2017 Value	Deposits or (Withdrawals)	Jan 31, 2018 Value	Dollar Change	Percent Change
Acct No. UC 05994 BC	100,839.33		100,327.96	(511.37)	-0.507%
Acct No. UC 05997 BC	101,928.65		102,870.35	941.70	0.924%
Acct No. UC 05998 BC	2,606,086.77		2,611,842.10	5,755.33	0.221%
<b>Totals</b>	<b>2,808,854.75</b>	<b>-</b>	<b>2,815,040.41</b>	<b>6,185.66</b>	<b>0.638%</b>



## Water & Wastewater Fund Performance 2018

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Water	4,722.60	4,748.65											
Sewer	3,729	3,865											7,595
Other	3,445												3,445
Total Revenue	11,897	8,614											20,510
Total Expenses	8,825	8,196											17,021
Net Income (Loss)	3,072	417											3,489
Expense Percent of Revenue	74%	95%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	83%

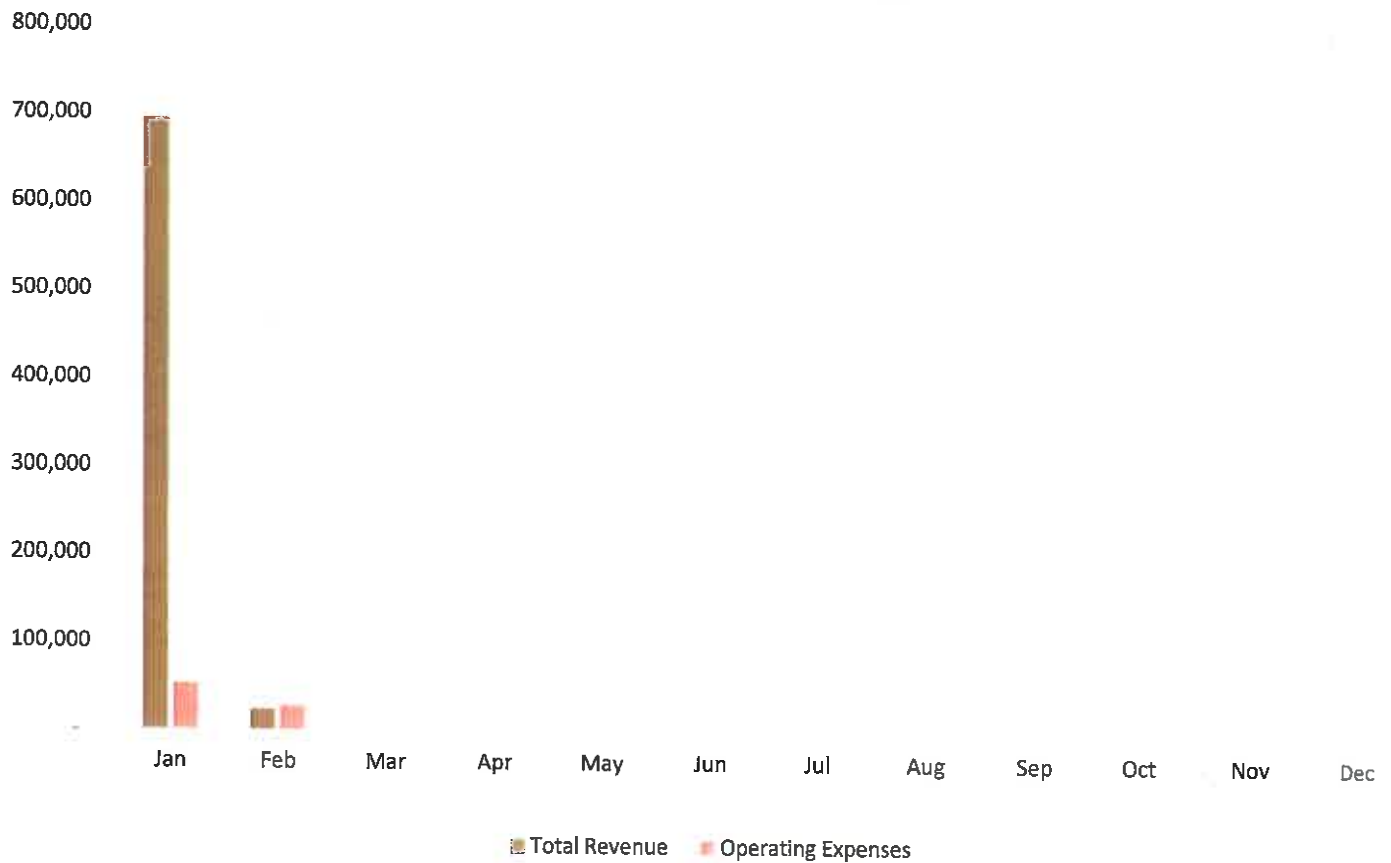
### Revenue vs Expenses 2018



## Small Boat Harbor Fund Performance 2018

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Revenue													
Services	684,385	14,628											699,013
Leases	9,219	9,219											18,439
Other	-												-
Total Revenue	693,604	23,848	-	-	-	-	-	-	-	-	-	-	717,452
Operating Expenses	52,653	27,534											80,188
Net Income (Loss)	640,951	(3,687)											637,264
Expense Percent of Revenue	8%	115%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	11%

### Revenue vs Expenses 2018



**NOTE 1:** The January spike in revenue is due to the prepayment of annual preferred moorage agreements

CITY OF WHITTIER  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
01-310-4005 FISH TAX	.00	.00	60,000.00	60,000.00	.0
01-310-4006 MOTOR VEHICLE REGISTRATION	.00	.00	3,500.00	3,500.00	.0
01-310-4007 LIQUOR TAX	.00	.00	5,000.00	5,000.00	.0
01-310-4009 ELEC & TELE CO-OP TAX	.00	.00	3,600.00	3,600.00	.0
01-310-4200 SALES TAX	.00	.00	550,000.00	550,000.00	.0
01-310-4201 PROPERTY TAX - REAL	.00	.00	380,000.00	380,000.00	.0
01-310-4202 PROPERTY TAX - PERSONAL	.00	.00	280,000.00	280,000.00	.0
01-310-4205 BUSINESS TRANSPORTATION TAX	.00	.00	300,000.00	300,000.00	.0
TOTAL TAXES	.00	.00	1,582,100.00	1,582,100.00	.0
<u>LICENSES &amp; PERMITS</u>					
01-320-4250 BUSINESS LICENSES	.00	.00	3,500.00	3,500.00	.0
01-320-4251 USER FEES & PERMITS	.00	.00	250.00	250.00	.0
01-320-4312 AMBULANCE FEES	.00	.00	40,000.00	40,000.00	.0
TOTAL LICENSES & PERMITS	.00	.00	43,750.00	43,750.00	.0
<u>INTERGOVERNMENTAL REVENUE</u>					
* 01-330-4002 STATE REVENUE SHARING - <i>now CAP</i>	.00	.00	78,453.00	78,453.00	.0
01-330-4003 STATE PAY-IN-LIEU OF TAXES	.00	.00	46,000.00	46,000.00	.0
01-330-4011 EMS SMALL GRANT	.00	.00	2,500.00	2,500.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	126,953.00	126,953.00	.0
<u>LEASES</u>					
01-345-4515 LEASE INCOME - CITY LAND	6,320.33	14,920.66	125,000.00	110,079.34	11.9
01-345-4525 LAND USE RENT	100.00	200.00	.00	( 200.00)	.0
TOTAL LEASES	6,420.33	15,120.66	125,000.00	109,879.34	12.1
<u>FINES &amp; CITATIONS</u>					
01-350-4261 PSD FINES & CITATIONS	.00	.00	4,000.00	4,000.00	.0
TOTAL FINES & CITATIONS	.00	.00	4,000.00	4,000.00	.0

\* CAP = Community Assistance Program

CITY OF WHITTIER  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
01-360-4099 MISCELLANEOUS REVENUE	.00	.00	5,000.00	5,000.00	.0
01-360-4204 INTEREST & PENALTIES	.00	731.85	3,000.00	2,268.15	24.4
01-360-4271 DONATIONS - EMS/FIRE/POL	.00	.00	2,500.00	2,500.00	.0
01-360-4900 INTEREST ON BANK ACCOUNTS	.00	.00	15,000.00	15,000.00	.0
01-360-4902 INTEREST ON ESCROW ACCOUNTS	.00	.00	1,200.00	1,200.00	.0
01-360-4914 TRANSFIELD - TUNNEL CONTRAC	.00	.00	60,000.00	60,000.00	.0
01-360-4915 GIRDWOOD-POLICE CONTRACT	.00	51,500.00	618,000.00	566,500.00	8.3
TOTAL MISCELLANEOUS	.00	52,231.85	704,700.00	652,468.15	7.4
<u>TRANSFERS &amp; OTHER</u>					
01-390-4990 TRANSFER FROM CVP FUND	.00	.00	178,000.00	178,000.00	.0
TOTAL TRANSFERS & OTHER	.00	.00	178,000.00	178,000.00	.0
TOTAL FUND REVENUE	6,420.33	67,352.51	2,764,503.00	2,697,150.49	2.4

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
01-400-6000 SALARIES & WAGES	8,797.73	26,396.72	256,344.00	229,947.28	10.3
01-400-6030 FICA TAXES	239.94	719.87	3,717.00	2,997.13	19.4
01-400-6040 WORKER'S COMP.	.00	.00	1,450.00	1,450.00	.0
01-400-6050 ESC TAXES	86.39	259.20	3,525.00	3,265.80	7.4
01-400-6060 HEALTH & LIFE INSURANCE	.00	3,238.14	43,470.00	40,231.86	7.5
01-400-6070 PERS RETIREMENT	1,210.55	3,632.44	56,396.00	52,763.56	6.4
01-400-6205 ADVERTISING	735.00	735.00	2,500.00	1,765.00	29.4
01-400-6210 B.T.I. CONDO FEES	1,856.50	2,784.75	11,319.00	8,534.25	24.6
01-400-6212 CONDO MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
01-400-6220 BANK SERVICES CHARGES	.00	.00	5,000.00	5,000.00	.0
01-400-6240 COMMUNITY SUPPORT-DONATIONS	.00	.00	500.00	500.00	.0
01-400-6280 DUES & SUBSCRIPTIONS	.00	500.00	1,800.00	1,300.00	27.8
01-400-6410 INSURANCE - LIABILITY	.00	.00	3,488.00	3,488.00	.0
01-400-6440 INSURANCE - PROPERTY	.00	.00	2,932.00	2,932.00	.0
01-400-6540 LICENSES & PERMITS	.00	.00	150.00	150.00	.0
01-400-6541 PENALTIES & FEES	.00	240.00	350.00	110.00	68.6
01-400-6565 OUTSIDE CONTRACTORS	.00	280.52	15,000.00	14,719.48	1.9
01-400-6570 PHYSICAL EXAMS & BACKGROUND CK	.00	.00	250.00	250.00	.0
01-400-6580 POSTAGE	.00	30.13	5,000.00	4,969.87	.8
01-400-6600 PROF. FEES - AUDIT	.00	.00	39,000.00	39,000.00	.0
01-400-6610 PROF. FEES - ACCOUNTING	3,725.00	7,450.00	12,000.00	4,550.00	62.1
01-400-6620 PROF. FEES - APPRAISAL	.00	.00	15,000.00	15,000.00	.0
01-400-6625 PROF. FEES - FINANCIAL SOFTWARE	.00	636.09	45,000.00	44,363.91	1.4
01-400-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	15,000.00	15,000.00	.0
01-400-6636 PROF FEES - WEB SITE SUPPORT	.00	.00	5,000.00	5,000.00	.0
01-400-6650 PROF. FEES - LEGAL	20,273.22	55,493.82	150,000.00	94,506.18	37.0
01-400-6675 COMPREHENSIVE PLAN	.00	.00	20,000.00	20,000.00	.0
01-400-6770 TRAVEL, TRAINING & DEV.	510.97	1,194.16	23,000.00	21,805.84	5.2
01-400-7100 REPAIRS - BUILDING	62.32	62.32	.00	62.32	.0
01-400-7351 EQUIPMENT MAINT. AGREEMENTS	.00	.00	8,600.00	8,600.00	.0
01-400-7450 REPAIRS-OFFICE EQUIPMENT	.00	.00	500.00	500.00	.0
01-400-8550 SUPPLIES - OFFICE	1,110.79	3,338.82	8,500.00	5,161.18	39.3
01-400-9000 UTILITIES - INTERNET	1,550.60	2,102.17	10,000.00	7,897.83	21.0
01-400-9070 UTILITIES - TELEPHONE	210.26	352.17	7,000.00	6,647.83	5.0
01-400-9100 MISCELLANEOUS EXPENSES	.00	33.06	2,000.00	1,966.94	1.7
01-400-9300 PROJECT DEVELOPMENT	7,898.50	11,575.50	35,000.00	23,424.50	33.1
01-400-9900 INTERDEPARTMENT SUPPORT	.00	.00	( 169,574.00)	( 169,574.00)	.0
<b>TOTAL ADMIN</b>	<b>48,287.77</b>	<b>121,054.88</b>	<b>649,217.00</b>	<b>528,162.12</b>	<b>18.7</b>

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>					
01-401-6240 CITY COUNCIL-COMMUNITY SUPPORT	.00	.00	3,000.00	3,000.00	.0
01-401-6280 DUES & SUBSCRIPTIONS	.00	.00	1,000.00	1,000.00	.0
01-401-6325 FIREWORKS	.00	.00	12,500.00	12,500.00	.0
01-401-6710 PUBLIC RELATIONS	.00	.00	500.00	500.00	.0
01-401-6770 TRAVEL, TRAINING & DEV.	.00	41.94	10,000.00	9,958.06	.4
01-401-8550 SUPPLIES - OFFICE	23.97	23.97	800.00	776.03	3.0
01-401-9070 UTILITIES - TELEPHONE	.00	.00	400.00	400.00	.0
01-401-9500 LOBBYIST FEES	18,000.00	27,250.00	108,000.00	80,750.00	25.2
TOTAL COUNCIL	18,023.97	27,315.91	136,200.00	108,884.09	20.1
<u>ELECTIONS</u>					
01-420-6100 VOLUNTEER SUPPORT	.00	.00	1,200.00	1,200.00	.0
01-420-6205 ADVERTISING	.00	.00	600.00	600.00	.0
TOTAL ELECTIONS	.00	.00	1,800.00	1,800.00	.0

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY</u>					
01-510-6000 SALARIES & WAGES	24,113.65	70,525.09	604,710.00	534,184.91	11.7
01-510-6030 FICA TAXES	722.29	2,143.40	9,940.00	7,796.60	21.6
01-510-6040 WORKER'S COMP.	.00	.00	36,696.00	36,696.00	.0
01-510-6050 ESC TAXES	240.33	704.48	12,158.00	11,453.52	5.8
01-510-6060 HEALTH & LIFE INSURANCE	.00	11,246.12	137,340.00	126,093.88	8.2
01-510-6070 PERS RETIREMENT	3,346.86	9,937.66	125,791.00	115,853.34	7.9
01-510-6091 UNIFORM ALLOWANCE	.00	160.00	4,600.00	4,440.00	3.5
01-510-6100 VOLUNTEER SUPPORT	.00	.00	1,500.00	1,500.00	.0
01-510-6205 ADVERTISING	.00	.00	250.00	250.00	.0
01-510-6210 B.T.I. CONDO FEES	331.30	496.95	2,500.00	2,003.05	19.9
01-510-6280 DUES & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
01-510-6410 INSURANCE - LIABILITY	.00	.00	8,248.00	8,248.00	.0
01-510-6420 INSURANCE - AUTO	.00	.00	15,000.00	15,000.00	.0
01-510-6440 INSURANCE - PROPERTY	.00	.00	5,056.00	5,056.00	.0
01-510-6490 POLICE-INSURANCE CLAIMS-DEDUCT	.00	.00	15,000.00	15,000.00	.0
01-510-6540 LICENSES & PERMITS	160.00	185.00	200.00	15.00	92.5
01-510-6565 OUTSIDE CONTRACTORS	.00	.00	1,500.00	1,500.00	.0
01-510-6570 PHYSICAL EXAMS	.00	.00	3,400.00	3,400.00	.0
01-510-6580 POSTAGE	.00	.00	400.00	400.00	.0
01-510-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	.00	2,000.00	2,000.00	.0
01-510-6735 EQUIPMENT PURCHASE	.00	4,179.50	14,000.00	9,820.50	29.9
01-510-6761 TRAINING - EMS SUPVSG MD	1,000.00	2,000.00	12,000.00	10,000.00	16.7
01-510-6770 TRAVEL, TRAINING & DEV.	325.12	325.12	16,000.00	15,674.88	2.0
01-510-7100 BUILDING MAINT.	62.32	62.32	1,500.00	1,437.68	4.2
01-510-7150 REPAIRS - COMMUNICATION EQUIPM	.00	.00	3,600.00	3,600.00	.0
01-510-7200 REPAIRS-COMPUTER SYSTEM	.00	.00	1,000.00	1,000.00	.0
01-510-7350 REPAIRS - EQUIPMENT	8.05	40.03	5,000.00	4,959.97	.8
01-510-7400 REPAIRS - VEHICLES	511.50	511.50	30,000.00	29,488.50	1.7
01-510-7750 GAS & OIL - VEHICLES	2,034.60	3,279.18	32,000.00	28,720.82	10.3
01-510-8020 SUPPLIES - AMMUNITION	.00	.00	2,500.00	2,500.00	.0
01-510-8100 SUPPLIES - COMPUTERS	.00	.00	1,500.00	1,500.00	.0
01-510-8150 SUPPLIES - CONSUMABLE	.00	.00	5,000.00	5,000.00	.0
01-510-8200 SUPPLIES - COPIER	.00	415.13	1,200.00	784.87	34.6
01-510-8550 SUPPLIES - OFFICE	.00	59.97	4,000.00	3,940.03	1.5
01-510-8650 SUPPLIES & DRUGS BILLABLE	.00	.00	4,800.00	4,800.00	.0
01-510-8950 SUPPLIES - UNIFORMS	.00	36.00	12,000.00	11,964.00	.3
01-510-9000 UTILITIES - INTERNET	1,550.60	2,440.00	21,000.00	18,560.00	11.6
01-510-9010 UTILITIES - ELECTRICITY	909.93	909.93	3,200.00	2,290.07	28.4
01-510-9040 UTILITIES - HEATING FUELS	1,085.32	3,283.17	6,400.00	3,116.83	51.3
01-510-9070 UTILITIES - TELEPHONE	255.04	664.80	18,000.00	17,335.20	3.7
01-510-9200 GRANT EXPENDITURES	.00	.00	2,000.00	2,000.00	.0
01-510-9520 CAPITAL OUTLAY - EQUIPMENT	.00	.00	28,833.00	28,833.00	.0
 TOTAL PUBLIC SAFETY	 36,656.91	 113,605.35	 1,212,022.00	 1,098,416.65	 9.4

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CLINIC</u>					
01-535-6210 B.T.I. CONDO FEE	1,818.14	2,727.21	11,684.00	8,956.79	23.3
01-535-6211 RENTAL UNIT	.00	.00	1,000.00	1,000.00	.0
01-535-6440 INSURANCE - PROPERTY	.00	.00	1,775.00	1,775.00	.0
01-535-9100 MISCELLANEOUS EXP	.00	.00	9,000.00	9,000.00	.0
<b>TOTAL CLINIC</b>	<b>1,818.14</b>	<b>2,727.21</b>	<b>23,459.00</b>	<b>20,731.79</b>	<b>11.6</b>
<u>PUBLIC WORKS</u>					
01-600-6000 SALARIES & WAGES	6,715.33	20,233.85	255,483.00	235,249.15	7.9
01-600-6030 FICA TAXES	114.06	343.45	3,722.00	3,378.55	8.2
01-600-6040 WORKER'S COMP.	.00	.00	10,797.00	10,797.00	.0
01-600-6050 ESC TAXES	67.15	202.33	4,533.00	4,330.67	4.5
01-600-6060 HEALTH & LIFE INSURANCE	.00	3,103.76	38,430.00	35,326.24	8.1
01-600-6070 PERS RETIREMENT	1,418.17	4,273.83	45,684.00	41,410.17	9.4
01-600-6410 INSURANCE - LIABILITY	.00	.00	3,458.00	3,458.00	.0
01-600-6420 INSURANCE - AUTO	.00	.00	2,137.00	2,137.00	.0
01-600-6430 INSURANCE EQUIPMENT	.00	.00	3,216.00	3,216.00	.0
01-600-6440 INSURANCE - PROPERTY	.00	.00	3,831.00	3,831.00	.0
01-600-6490 INSURANCE CLAIMS-DEDUCTIBLES	.00	.00	5,000.00	5,000.00	.0
01-600-6540 LICENSES & FEES	105.00	105.00	250.00	145.00	42.0
01-600-6565 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
01-600-6570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
01-600-6740 SMALL TOOLS	.00	76.96	1,500.00	1,423.04	5.1
01-600-6770 TRAVEL, TRAINING & DEV.	.00	.00	2,000.00	2,000.00	.0
01-600-7100 REPAIRS - BUILDINGS	62.32	118.96	5,000.00	4,881.04	2.4
01-600-7210 REPAIRS - ROADS	.00	.00	15,000.00	15,000.00	.0
01-600-7350 REPAIRS - EQUIPMENT	19.50	739.50	30,000.00	29,260.50	2.5
01-600-7750 GAS & OIL - VEHICLES	260.03	4,005.59	30,000.00	25,994.41	13.4
01-600-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
01-600-8950 SUPPLIES - UNIFORMS	.00	.00	1,220.00	1,220.00	.0
01-600-8970 SUPPLIES - SAFETY	.00	.00	2,000.00	2,000.00	.0
01-600-8995 SUPPLIES & MATERIALS	90.77	264.57	15,000.00	14,735.43	1.8
01-600-9000 UTILITIES - INTERNET	886.06	1,159.45	5,938.00	4,778.55	19.5
01-600-9010 UTILITIES - ELECTRICITY	5,109.51	5,109.51	31,500.00	26,390.49	16.2
01-600-9040 UTILITIES - HEATING FUEL	4,883.95	14,774.29	35,000.00	20,225.71	42.2
01-600-9070 UTILITIES - TELEPHONE	44.09	44.29	2,500.00	2,455.71	1.8
01-600-9095 UTILITIES - WATER/SEWER	.00	59.73	8,000.00	7,940.27	.8
01-600-9900 INTERDEPARTMENT SUPPORT	.00	.00	( 35,000.00)	( 35,000.00)	.0
<b>TOTAL PUBLIC WORKS</b>	<b>19,775.94</b>	<b>54,615.07</b>	<b>537,199.00</b>	<b>482,583.93</b>	<b>10.2</b>



CITY OF WHITTIER  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CHARGES FOR SERVICES</u>					
50-340-4300 WATER SERVICE CHARGES	4,748.65	9,471.25	250,000.00	240,528.75	3.8
50-340-4350 WASTE WATER SERVICE CHARGES	3,865.08	7,594.57	100,000.00	92,405.43	7.6
50-340-4500 ENTERPRISE-PERMIT FEES	.00	.00	100.00	100.00	.0
TOTAL CHARGES FOR SERVICES	8,613.73	17,065.82	350,100.00	333,034.18	4.9
<u>MISCELLANEOUS</u>					
50-360-4901 INTEREST ON BANK ACCOUNTS	.00	.00	4,000.00	4,000.00	.0
50-360-4910 MISCELLANEOUS INCOME	.00	3,444.62	.00	( 3,444.62)	.0
TOTAL MISCELLANEOUS	.00	3,444.62	4,000.00	555.38	88.1
TOTAL FUND REVENUE	8,613.73	20,510.44	354,100.00	333,589.56	5.8

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER &amp; WASTE WATER OPERATING</u>					
50-800-8000 SALARIES & WAGES	3,002.94	9,067.39	99,811.00	90,743.61	9.1
50-800-8030 FICA TAXES	43.32	130.81	1,453.00	1,322.19	9.0
50-800-8040 WORKER'S COMP.	.00	.00	2,793.00	2,793.00	.0
50-800-8050 ESC TAXES	29.87	90.20	1,309.00	1,218.80	6.9
50-800-8060 HEALTH & LIFE INSURANCE	.00	1,335.35	15,750.00	14,414.65	8.5
50-800-8070 PERS RETIREMENT	632.15	1,909.34	21,958.00	20,048.66	8.7
50-800-8410 INSURANCE - LIABILITY	.00	.00	1,351.00	1,351.00	.0
50-800-8420 INSURANCE - AUTO	.00	.00	1,219.00	1,219.00	.0
50-800-8430 INSURANCE - EQUIP	.00	.00	192.00	192.00	.0
50-800-8440 INSURANCE - PROPERTY	.00	.00	3,467.00	3,467.00	.0
50-800-8490 INSURANCE - CLAIMS DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
50-800-8540 LICENSES & PERMITS	.00	.00	1,400.00	1,400.00	.0
50-800-8565 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
50-800-8570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
50-800-8580 POSTAGE	.00	.00	250.00	250.00	.0
50-800-8740 SMALL TOOLS	.00	.00	2,500.00	2,500.00	.0
50-800-8750 TESTING WATER/SEWER	.00	.00	5,000.00	5,000.00	.0
50-800-8770 TRAVEL, TRAINING & DEV.	.00	.00	5,000.00	5,000.00	.0
50-800-7100 REPAIRS - BUILDING	62.34	62.34	5,000.00	4,937.66	1.3
50-800-7350 REPAIRS - EQUIPMENT	.00	.00	8,000.00	8,000.00	.0
50-800-7650 REPAIRS - SYSTEM	.00	.00	5,000.00	5,000.00	.0
50-800-7750 GAS & OIL - VEHICLES	52.41	52.41	3,500.00	3,447.59	1.5
50-800-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
50-800-8950 UNIFORMS	.00	.00	380.00	380.00	.0
50-800-8970 SUPPLIES - SAFETY	.00	.00	2,500.00	2,500.00	.0
50-800-8995 SUPPLIES & MATERIALS	.00	.00	4,000.00	4,000.00	.0
50-800-9000 UTILITIES -INTERNET	443.05	443.05	.00	443.05)	.0
50-800-9010 UTILITIES - ELECTRICITY	1,895.70	1,895.70	32,250.00	30,354.30	5.9
50-800-9040 UTILITIES - HEATING FUEL	2,008.29	6,319.24	11,000.00	4,680.76	57.5
50-800-9070 UTILITIES - TELEPHONE	26.22	26.22	487.00	460.78	5.4
50-800-9900 INTERDEPARTMENT SUPPORT	.00	.00	24,709.00	24,709.00	.0
<b>TOTAL WATER &amp; WASTE WATER OPERATING</b>	<b>8,196.29</b>	<b>21,332.05</b>	<b>276,279.00</b>	<b>254,946.95</b>	<b>7.7</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>8,196.29</b>	<b>21,332.05</b>	<b>276,279.00</b>	<b>254,946.95</b>	<b>7.7</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>417.44</b>	<b>( 821.61)</b>	<b>77,821.00</b>	<b>78,642.61</b>	<b>( 1.1)</b>

CITY OF WHITTIER  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CHARGES FOR SERVICES</u>					
51-340-4401 MOORAGE - PREFERENTIAL	6,736.96	523,791.65	600,000.00	76,208.35	87.3
51-340-4402 MOORAGE - TRANSIENT	( 1,189.07)	148,819.76	385,000.00	236,180.24	38.7
51-340-4403 BOAT LIFT FEES	421.23	421.23	15,000.00	14,578.77	2.8
51-340-4404 UTILITY FEES	7,980.51	14,888.09	60,000.00	45,111.91	24.8
51-340-4406 WHARFAGE FEES	454.91	3,579.91	10,000.00	6,420.09	35.8
51-340-4407 VESSEL TOW FEES	.00	.00	3,000.00	3,000.00	.0
51-340-4408 USED OIL COLLECTION F	.00	.00	1,200.00	1,200.00	.0
51-340-4409 WAITING LIST FEES	( 650.00)	( 850.00)	17,000.00	17,850.00	( 5.0)
51-340-4410 PUMP OUT FEES	.00	.00	1,000.00	1,000.00	.0
51-340-4411 LAUNCH FEES	180.00	480.00	115,000.00	114,520.00	.4
51-340-4412 SHOWERS	4.76	4.76	2,750.00	2,745.24	.2
51-340-4413 GRID	.00	.00	1,000.00	1,000.00	.0
51-340-4414 VESSEL MAINTENANCE	.00	.00	500.00	500.00	.0
51-340-4415 DRY STORAGE FEES	491.00	1,087.00	3,000.00	1,913.00	38.2
51-340-4416 PARKING - ANNUAL	.00	.00	60,000.00	60,000.00	.0
51-340-4426 PARKING DAILY	198.00	6,791.00	75,000.00	68,209.00	9.1
51-340-4445 MISC. SERVICES	.00	.00	1,000.00	1,000.00	.0
TOTAL CHARGES FOR SERVICES	14,628.30	699,013.40	1,350,450.00	651,436.60	51.8
<u>LEASES INCOME</u>					
51-345-4512 LEASE - ARRC NET OF RR SHARE	9,219.35	18,438.70	66,000.00	47,561.30	27.9
51-345-4515 LEASE - GARBAGE REVENUE	.00	.00	2,400.00	2,400.00	.0
TOTAL LEASES INCOME	9,219.35	18,438.70	68,400.00	49,961.30	27.0
<u>OTHER REVENUE</u>					
51-360-4417 FUEL FLOAT INCOME	.00	.00	20,000.00	20,000.00	.0
51-360-4430 CAMPING	.00	.00	11,000.00	11,000.00	.0
51-360-4900 INTEREST & LATE FEES ON A/R	.00	.00	4,000.00	4,000.00	.0
51-360-4901 INTEREST ON BANK ACCO	.00	.00	5,000.00	5,000.00	.0
TOTAL OTHER REVENUE	.00	.00	40,000.00	40,000.00	.0
TOTAL FUND REVENUE	23,847.65	717,452.10	1,458,850.00	741,397.90	49.2

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HARBOR OPERATIONS EXP</u>					
51-800-6000 SALARIES & WAGES	15,938.00	48,253.72	423,634.00	375,380.28	11.4
51-800-6030 FICA TAXES	501.35	1,482.36	10,568.00	9,075.64	14.1
51-800-6040 WORKER'S COMP.	.00	.00	10,797.00	10,797.00	.0
51-800-6050 ESC TAXES	158.72	480.56	8,510.00	8,029.44	5.7
51-800-6060 HEALTH & LIFE INSURANCE	.00	4,710.17	71,760.00	67,049.83	6.6
51-800-6070 PERS RETIREMENT	2,367.48	7,112.91	77,496.00	70,383.09	9.2
51-800-6205 ADVERTISING	.00	.00	1,500.00	1,500.00	.0
51-800-6215 COLLECTION EXPENSE	.00	.00	5,000.00	5,000.00	.0
51-800-6220 BANK SERVICE CHARGES	.00	.00	22,000.00	22,000.00	.0
51-800-6260 BAD DEBT EXPENSE	.00	.00	10,000.00	10,000.00	.0
51-800-6265 BOND INTEREST EXPENSE	.00	.00	92,825.00	92,825.00	.0
51-800-6280 DUES & SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
51-800-6410 INSURANCE - LIABILITY	.00	.00	19,071.00	19,071.00	.0
51-800-6420 INSURANCE - AUTO	.00	.00	2,659.00	2,659.00	.0
51-800-6430 INSURANCE EQUIPMENT	.00	.00	316.00	316.00	.0
51-800-6440 INSURANCE - PROPERTY	.00	.00	22,938.00	22,938.00	.0
51-800-6490 INSURANCE CLAIMS-DEDU	.00	.00	5,000.00	5,000.00	.0
51-800-6540 ENTERPRISE-LICENSES & PERMITS	45.00	70.00	250.00	180.00	28.0
51-800-6565 OUTSIDE CONTRACTORS	.00	295.00	25,000.00	24,705.00	1.2
51-800-6570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
51-800-6580 POSTAGE	.00	.00	2,500.00	2,500.00	.0
51-800-6635 PROF. FEES - COMPUTER SUPPORT	295.00	590.00	5,000.00	4,410.00	11.8
51-800-6636 PROF FEES - WEB SITE	.00	.00	2,500.00	2,500.00	.0
51-800-6650 PROF. FEES - LEGAL	.00	.00	10,000.00	10,000.00	.0
51-800-6700 PUBLICATIONS&SUBS.	.00	.00	350.00	350.00	.0
51-800-6730 EQUIPMENT RENTAL	.00	.00	2,000.00	2,000.00	.0
51-800-6740 SMALL TOOLS	.00	.00	3,000.00	3,000.00	.0
51-800-6770 TRAVEL, TRAINING & DEV.	.00	.00	5,000.00	5,000.00	.0
51-800-6780 WASTE DISPOSAL - EVOS	.00	2,730.45	3,000.00	269.55	91.0
51-800-7100 REPAIRS - BUILDINGS	.00	.00	2,500.00	2,500.00	.0
51-800-7350 REPAIRS - EQUIPMENT	.00	.00	12,000.00	12,000.00	.0
51-800-7400 REPAIRS - VEHICLES	251.28	266.28	2,000.00	1,733.72	13.3
51-800-7500 PARKING LOT MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
51-800-7610 REPAIRS - UTILITIES	.00	.00	6,000.00	6,000.00	.0
51-800-7750 GAS & OIL - VEHICLES	.00	324.83	6,000.00	5,675.17	5.4
51-800-7820 REPAIRS - DOCKS	.00	.00	8,000.00	8,000.00	.0
51-800-8150 SUPPLIES - CONSUMABLE	442.89	2,956.04	10,000.00	7,043.96	29.6
51-800-8200 SUPPLIES - PARKING	.00	.00	4,000.00	4,000.00	.0
51-800-8400 SUPPLIES - FIRE SUPPRESSION	.00	.00	2,500.00	2,500.00	.0
51-800-8550 SUPPLIES - OFFICE	.00	45.39	7,500.00	7,454.61	.6
51-800-8970 SUPPLIES - SAFETY	.00	57.08	4,000.00	3,942.92	1.4
51-800-9000 UTILITIES - INTERNET	.00	184.59	7,000.00	6,805.41	2.8
51-800-9010 UTILITIES - ELECTRICITY	7,027.85	7,027.85	60,000.00	52,972.15	11.7
51-800-9040 UTILITIES - HEATING FUEL	462.76	1,472.94	4,500.00	3,027.06	32.7
51-800-9050 UTILITIES - SOLID WASTE	.00	2,670.72	100,000.00	97,329.28	2.7
51-800-9070 UTILITIES - TELEPHONE	44.09	93.51	6,000.00	5,906.49	1.6
51-800-9095 UTILITIES - WATER/WASTEWATER	.00	567.16	25,000.00	24,432.84	2.3
51-800-9510 SNOW REMOVAL	.00	.00	35,000.00	35,000.00	.0
51-800-9900 INTERDEPARTMENT SUPPORT	.00	.00	144,865.00	144,865.00	.0
<b>TOTAL HARBOR OPERATIONS EXP</b>	<b>27,534.42</b>	<b>81,411.56</b>	<b>1,292,539.00</b>	<b>1,211,127.44</b>	<b>6.3</b>

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2017

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-800-9510 SNOW REMOVAL	.00	35,000.00	35,000.00	.00	100.0
51-800-9900 INTERDEPARTMENT SUPPORT	136,618.00	136,618.00	136,618.00	.00	100.0
TOTAL HARBOR OPERATIONS EXP	265,465.03	1,269,954.02	1,180,581.00	( 89,373.02)	107.6
CAPITAL OUTLAY - FROM RESERVE					
51-900-9520 CAPITAL OUTLAY - EQUIPMENT	.00	7,462.00	10,000.00	2,538.00	74.6
51-900-9530 CAPITAL OUTLAY - COMP	.00	.00	5,000.00	5,000.00	.0
51-900-9550 CAP EXP - FLOAT DOCK REPAIR	150,000.00	150,000.00	150,000.00	.00	100.0
TOTAL CAPITAL OUTLAY - FROM RESERVE	150,000.00	157,462.00	165,000.00	7,538.00	95.4
TOTAL FUND EXPENDITURES	415,465.03	1,427,416.02	1,345,581.00	( 81,835.02)	106.1
NET REVENUE OVER EXPENDITURES	( 399,671.21)	203,027.49	20,594.00	( 182,433.49)	985.9

# MEMO

**To:** Whittier City Council  
**From:** Planning and Zoning Commission  
**Date:** December 14, 2017  
**Subject:** Approval of ARR's Request to Rezone

The Planning and Zoning Commission held a public hearing on the 6<sup>th</sup> of December, 2017 for the Alaska Railroad's request to rezone lots 3 & 5 Block 10 of Whittier Subdivision Phase II from commercial to industrial.

We hold all applicants to the same required standards when applying for a rezoning application which anticipates a detailed proposed use of the property in question of zoning change however, due to Mr. Farnsworth and Mr. Stephens' unclear proposal as to their intentions and possible use of lots 3 & 5 of Block 10, we did not feel comfortable to vote on the decision to rezone lots 3 & 5. We agreed, as a Commission, to turn the decision over to the City of Whittier Council for final review and determining the vote to rezone.

Respectfully submitted,

Charlene Arneson  
Planning Commission Chair  
City of Whittier

**City of Whittier  
Ordinance #01-2018**

**An Ordinance Of The Whittier City Council Approving Alaska Railroad's Request To Rezone  
Lots 3 and 5, Block 10 Of Whittier Subdivision Phase II From Commercial to Industrial.**

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**Whereas**, WMC 17.32.010 states that the City Council may, from time to time, amend, supplement or repeal the regulations and provisions of this title, and

**Whereas**, the Whittier Planning Commission held a Public Hearing on December 6, 2017, and

**Whereas**, the Planning Commission referred the decision to the Whittier City Council for final review, and

**Whereas**, the Acting City Manager hereby recommends the approval of the rezone request submitted by the Alaska Railroad.

**Now, therefore The Whittier City Council Ordains:**

**Section 1. Classification.** This is a non-code ordinance.

**Section 2. Approving Rezone Request.** The City Council approves the rezone request submitted by the Alaska Railroad to rezone lots 3 & 5, Block 10, of Whittier Subdivision Phase II from Commercial to Industrial. The zoning map will be updated accordingly.

**Section 3. Effective date.** This ordinance shall take effect upon adoption by the Whittier City Council.

**Adopted** by the Whittier City Council on March 20th, 2018.

**ATTEST:**

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**Naelene Matsumiya  
City Clerk**

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**Daniel Blair  
Mayor**

Yes:  
No:  
Absent: